

CALL FOR WORKPLANS
FY 2010 Noncompetitive Tribal Projects for Restoration and Protection of Puget Sound

Funding Organization: Northwest Indian Fisheries Commission
Eligible Applicants: 19 Federally-recognized Indian Tribes located within the greater Puget Sound Basin, and any authorized consortium of these eligible Tribes

SECTION 1. OVERVIEW

Background:

The purpose is to provide sub-awards to 19 Federally-recognized Indian Tribes located within the greater Puget Sound Basin, and any authorized consortium of these eligible Tribes, to implement projects that are of high Tribal priority and that are identified in or consistent with the Action Agenda, such as activities in existing recovery plans, or activities to achieve approved ecosystem recovery targets, which will contribute directly to the restoration and protection of Puget Sound. NWIFC is providing these subawards under cooperative agreement #PA-00J32201-0 with the U.S. Environmental Protection Agency Region 10 (EPA).

Funding Limits:

Projects must not exceed \$255,405 for this second year of funding.__

In FY 2010, the Northwest Indian Fisheries Commission was awarded a six-year (project period 1/1/2011-9/30/2015) cooperative agreement with the U.S. Environmental Protection Agency to administer a noncompetitive subaward program for Tribal implementation projects to protect and restore Puget Sound, consistent with the Puget Sound Action Agenda or other existing recovery plans or which will contribute directly to the restoration and protection of Puget Sound. The total approved FY11 budget for this program is \$5,480,000, and funds available for subawards for this second year of the program is expected to be approximately \$255,405 per each eligible entity. Please note that while funding has been received for the first two years of this program, funding for years three through six of depends upon future Federal budget decisions.

Applicants are invited to submit a detailed Year 2 workplan and budget for multi-year projects initiated under the first year of funding for this program with budgets not to exceed \$255,405. Alternatively, applicants may submit a workplan and budget for a new

project. In either case, the applicant should provide a detailed workplan and budget for the upcoming year of work. For multi-year projects, information about the full scope of the project should also be provided to enable reviewers to understand and evaluate the proposed upcoming year of work. Multi-year projects should be severable such that achievement of project outputs and outcomes for any given year is not jeopardized if funding for this program in subsequent years is reduced or not available.

We encourage a broad scope of projects including those that involve collaboration among Tribal departments and/or with other eligible entities to ensure that the highest Tribal priorities relating to Puget Sound protection and restoration are being addressed. See Section 2 for further information on scope of projects.

Timeline for FY 2011 Workplan Submission and Evaluation:

July 15, 2011 Call for Workplans Announced

- Proposed workplans accepted at any time after this date (attn. Tiffany Waters at twaters@nwifc.org). Electronic submittal is required to facilitate project review.
- Projects will be reviewed as they are received and proponents should expect a minimum of three weeks for Tribal and EPA/PSP reviews of proposals.

August 29, 2011 All proposed workplans must be received by NWIFC

November 14, 2011 All proposed workplans evaluated by EPA/PSP/Tribal staff and sub-grants awarded

NWIFC staff is willing to provide comments and suggestions on ideas and/or draft workplans. We encourage you to contact Tiffany Waters with any questions you may have in this process and/or any proposal drafts that you would like to have pre-reviewed.

The proceeding sections in this announcement define eligible projects, provide the workplan format for submission, define evaluation criteria, and detail the evaluation process. Proposed workplans must be submitted **BY AUGUST 29, 2011**. Workplans are to be submitted via email, attention to Tiffany Waters at twaters@nwifc.org.

SECTION 2. ELIGIBLE ACTIVITIES

The purpose is to provide sub-awards to 19 Federally-recognized Indian Tribes located within the greater Puget Sound Basin, and any authorized consortium of these eligible Tribes, to implement projects that are of high Tribal priority and that are identified in or consistent with the Action Agenda, such as activities in existing recovery plans, which will contribute directly to the restoration and protection of Puget Sound.

Types of activities to be funded under the subaward process set up under this Cooperative Agreement can encompass any work for which there is a strong, well-documented, well-supported need within the framework of Puget Sound protection and restoration efforts. This need has two aspects. First, the EPA-approved Action Agenda/CCMP for Puget Sound (http://www.psp.wa.gov/aa_action_agenda.php) identifies a broad spectrum of strategies and actions needed to protect and restore the Sound. Activities or strategies in or consistent with the Action Agenda/CCMP are eligible for support. Categories of eligible activities or strategies that can be accomplished through the subawards include, but are not limited to, the following examples of topics addressed in the Action Agenda/CCMP:

- Protect high-value habitat and land at immediate risk of conversion as identified through existing processes such as the salmon recovery plans and others (A.2., Near-term Action 1);
- Protect and conserve freshwater resources to increase and sustain water availability for instream and human uses (A.3.);
- Implement and maintain priority ecosystem restoration projects for marine, marine nearshore, estuary, freshwater riparian, and upland areas (B.1.);
- Continue the integration of habitat, harvest, and hatchery efforts in the salmon recovery plans and watershed three-year work plans (D.1., Near-term Action 3);
- Support, develop, and integrate climate change programs, including mitigation and adaptation strategies to improve local and regional readiness for anticipated changes (D.2.)
- Improve compliance with rules and regulations to increase the likelihood of achieving ecosystem outcomes (D.5.);
- Continually improve the scientific basis for management actions in Puget Sound through a comprehensive and prioritized regional science program (E.3.);
- Increase and sustain coordinated efforts for communication, outreach, and education to increase public awareness and encourage individual stewardship (E.4.); and
- Identify where technical expertise is needed to assist in the creation of strategies and actions to protect and restore ecosystem processes. Create mechanisms to share or loan staff to local groups or agencies. (Examples include loaned staff or executive programs, issue-specific think tanks, or Centers for Excellence) (D.3.1.6).

Second, Tribes have, in a variety of forums in recent years, identified issues related to Puget Sound ecosystem restoration and protection of greatest concern and priority. For example, many Tribes submitted comments on the Action Agenda/CCMP, highlighting activities

within it that need to be addressed as a high priority for Puget Sound area Tribes. (http://www.psp.wa.gov/downloads/AA2009/comment_summaries/Tribes.pdf). In addition, at the annual Coast Salish Gatherings, leaders of Coast Salish Tribes have identified priority concerns that affect many Tribes in the greater Puget Sound Basin, such as threats to traditional foods upon which Coast Salish depend; water quality and quantity; and impacts of climate change (<http://www.coastsalishgathering.com/01gathering/proceedings.shtml>). Documents such as these identify issues of exceptional concern among the broad scope of all Puget Sound protection and restoration issues and projects may address the following or similar items:

- The need to develop appropriate indicators and benchmarks of the health of the Puget Sound ecosystem, including tying them to recovery goals established by resource co-managers;
- The need to develop better management and monitoring systems for toxics, and to identify sources and reduction methods (e.g., prior to entering stormwater conveyance systems) so that Tribal rates of fish and shellfish consumption are safe;
- The need to address port and maritime issues such as air emission impacts from vessel traffic, shoreline and hydraulic alteration such as bulkheads, riprap, culverts, tidegates; contaminated port and industrial sites;
- The need to maintain natural hydrologic processes and flows;
- The need to address floodplain development and to seek restoration opportunities in the context of flood hazard management plans; and
- The need to explore and pursue local (vs. regional) capabilities for implementation of certain aspects of Puget Sound protection and restoration actions, such as mitigation banking, habitat protection decision-making frameworks for land-use protection.

In addition, the Leadership Council of the Puget Sound Partnership has recently approved sixteen Ecosystem Recovery Targets. These targets describe desired future conditions of human health and well-being, species and food webs, habitats, water quantity, and water quality. Specifically, targets have been developed and approved for dissolved oxygen in marine waters, eelgrass, estuaries, floodplains, freshwater water quality, management of on-site sewage systems, marine sediment quality, orcas, Pacific herring, shellfish beds, shoreline armoring, summer streamflows, swimming beaches, toxics in fish, insects in small streams, and wild chinook salmon. See <http://www.psp.wa.gov/downloads/AA2011/062011EcosystemRecoveryTargetList.pdf> for more information on these targets. Activities that contribute to achieving these targets are also eligible.

Again, these are just examples of types of eligible activities. We encourage applications for any work that is of high Tribal priority and that is identified in or consistent with the Action Agenda, including activities in existing recovery plans, which will contribute to the restoration and protection of Puget Sound.

SECTION 3. WORKPLAN FORMAT

Note: Proposed workplans should use the following format, including the budget pages. There is no page limit; proposed workplans may include bibliographies, figures, and/or attachments deemed useful for understanding the project.

1. Project Title:

2. Workplan Abstract: Please summarize the project and limit summary to a maximum of three sentences.

3. Tribe:

4. Project Location: Provide latitude / longitude coordinates; if project comprises a large geographic area, please provide a central point and action area.

5. Eligible Activities to be Addressed: (i.e. Identify the activity or activities to be performed, and explain how these are consistent with the eligible activities in Section 2 of this Call for Workplans):

6. Proposed Starting and Ending Dates:

7. Project Coordinator (lead technical person): Provide contact name, street address, fax, phone, and email address.

8. Project Narrative:

- a. Need for Project. Explain why this project is a priority to your Tribe. For example, if a watershed assessment, Tribal environmental plan, TMDL report, or other assessment or analysis has been performed and has identified this work as a high priority for the Tribe, cite that assessment or analysis. State how this project will directly contribute to the restoration and protection of Puget Sound. Provide specific reference to Action Agenda elements, Puget Sound ecosystem recovery targets or other existing recovery plans which contribute directly to the restoration and protection of Puget Sound.

Additionally, if applicable, briefly describe how you have and will address the potential impacts of climate change in the planning and implementation of your project. Regional impacts of climate change may include sea level rise, habitat changes (changes in water temperatures, ocean acidification, changes in estuarine salinity, etc.), hydrologic cycle changes, etc. _

- b. Project Tasks, Outputs, and Outcomes. Describe the specific tasks, outputs, and outcomes of the proposed work. The tasks and corresponding outputs of the tasks should clearly contribute to the project need described above.

Tasks are the effort/work that is undertaken to achieve a desired output. Please provide enough detail on the approach, methods and processes you will use to complete the tasks and outputs so that reviewers can understand and constructively evaluate your proposed technical approach. In addition, if the proposed work builds on or continues previous work, please provide complete citations to that earlier work.

Outputs are activities or deliverables that are to be accomplished as a result of an assistance agreement and should be detailed at the task level. Outputs are generally described as deliverables or milestones in a work plan or timeline. NWIFC and EPA Project Officers track the completion of outputs to monitor the progress of an assistance agreement. Outputs include items like the number of workshops held, number of volunteers trained, field work completed, studies completed, watershed management plans completed, etc.

Outcomes are the measurable impacts or results of the project. While outputs are accomplished during the life of the project, outcomes may occur after the completion of the project. Outcomes can generally be thought of in terms of what overarching goal the workplan is planning to contribute to. Outcomes can account for the workplan as a whole and can be stated at that level. For instance, if a workplan strives to develop methods to better monitor contaminants in shellfish, an outcome may be a more informed public that might institute more protective measures that would better protect human health.

For more information on developing appropriate tasks/outputs/outcomes for your workplan please see the following EPA guidance at:

<http://www.epa.gov/ogd/grants/assistance.htm>

- c. Project Timeline. Provide a workplan timeline - For the purpose of this workplan, only include the activities that would be accomplished with the one fiscal year award (maximum two year timeframe to expend the award), even though you may intend to fund the effort in subsequent FY award workplans should that funding become available. Multi-year workplans should be severable such that achievement of project outputs and outcomes for any given year is not jeopardized if funding for this program in subsequent years is reduced or not available. Workplans are to be delineated by specific tasks to disclose the workplan period in which specific efforts will take place. For instance if your project collects environmental data which requires a Quality Assurance Project Plan (i.e. QAPP) or ESA permits, you would want to indicate this as a task in the project timeline. Specific tasks should also have specific milestones; using the QAPP example, the milestone would be an EPA approved QAPP.

Example Timeline (If proposal contains multiple projects, each project should have a distinct timeline):

TASK/MILESTONE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
TASK 1 Develop QAPP / Approved QAPP												
TASK 2 Implement data collection / Dataset collected in accordance to QAPP												
TASK 3 Develop final report / Final project report												

****Note:** Projects that collect environmental data are expected to have Quality Assurance Project Plans (QAPPs) approved by EPA QA/QC Region 10 staff, prior to the onset of data collection. **Please allot at a minimum of 6 weeks for this to occur in your project timeline. Additional conditions will be stipulated in workplan award.**

9. Budget:

- List workplan costs using the example budgets provided in Appendix 1-2. Budgets should be developed at the annual and task level.
- Provide a budget narrative that clearly details and justifies project costs (further detail is provided in Appendix 3).

10. Project Management: Explain your plan for managing the project. Describe how you will monitor project milestones, outputs, and tasks to ensure the goals of the project are achieved. Identify the staff who will be working on this project, their roles, and their qualifications. Describe how you will ensure compliance with quality assurance, contract/subaward, and other requirements (see Section 6, "Other Information").

11. Local Coordination and Project Cooperators: State the project cooperators and their contributions to the project, including which tasks they will be contributing to and, if applicable, the amount of funding they will be expending toward said tasks. Collaboration with other entities is encouraged through this funding opportunity. Describe the level of discussion regarding the proposed project that you have already conducted with project cooperators and partners. To extent that you can, please detail how these funds will be used to leverage other sources of funds or other in-kind contributions.

12. Severability: If you are submitting a workplan for more than one funding year, explain how it is "severable" – that is, how the value and benefit of the work proposed for the first funding year will be fully realized even if funding for subsequent funding years is not available.

13. Non-duplication: If using these funds to participate in a larger project, or similar work by another entity, briefly explain how you will ensure that the work included in the workplan will not duplicate any activities supported by other Federal funding.

SECTION 4. EVALUATION CRITERIA

Funding Eligibility

A. Does this project address one or more of the eligible activities listed in Section 2 of this Call for Workplans?

Project Development

B. Are the workplan tasks, outputs, outcomes, and timeline adequate and clearly defined?

C. Are the methods/processes adequately defined and sufficiently planned to ensure timely achievement of the outputs and the success of the workplan, and does the workplan meet all applicable flow-through requirements?

D. Are the project cooperators and plan for project management adequately and clearly described?

Budget

E. Is the cost of the proposal reasonable, accurate, and adequately described? Does it meet applicable flow-through requirements?

Relevance

F. Does this project contribute to the restoration and protection of Puget Sound and are the proposed activities or strategies in or consistent with the Action Agenda?

G. Is the proposed project demonstrated to be a high priority for the applying Tribe?

Outputs / Outcomes

H. Are the expected environmental outcomes adequately described and reasonable?

I. Are the outputs/milestones appropriate for this project?

SECTION 5. DESCRIPTION OF THE EVALUATION PROCESS

Purpose: Projects will be subjected to an evaluation process. The purpose of this endeavor is to: 1) ensure their appropriateness for this funding source, and 2) work with the workplan proponents to clarify or improve any questionable aspects of the proposals.

Overview of the Process: A technical group of tribal evaluators will provide a preliminary screening of the proposals. This group will consist of NWIFC staff and any interested tribal/consortia technical staff (any interested tribal/consortia staff should contact Tiffany Waters; see Section 1 for contact information). This group will read each proposal and ensure they meet a basic screening level for relevance, clarity, and completeness and to ensure that the projects will satisfy all EPA award requirements, such as requirements for Quality Assurance Project Plans and requirements found in 40 CFR Parts 30, 31, and 35, as applicable. The evaluation criteria are designed to result in either a positive or negative assessment for each question. Project authors will then be contacted to resolve any project components that were thought to require clarification or further information during the preliminary screening. Once the tribal evaluators have completed the preliminary screening, each proposal will be provided to PSP & EPA staffs for a joint review to ensure the projects adequately meet all evaluation criteria. If necessary, the evaluators will jointly discuss any remaining concerns and if necessary, the tribal proponent will be contacted to resolve outstanding differences. (NOTE: all 6 of the Puget Sound Lead Organizations are currently developing a structure for reviewing projects that may expand this review in future years)

SECTION 6. OTHER INFORMATION

NWIFC is providing these sub-awards under cooperative agreement #PA-00J32201-0 with the U.S. Environmental Protection Agency Region 10 (EPA). All subawards must comply with all applicable regulations, statutes, and terms and conditions in cooperative agreement #PA-00J32201-0, which flow down to subawards.

For each subaward contract, in addition to standard NWIFC contract terms and conditions, NWIFC will include requirements that flow down to subawards. Please ensure that your budget and workplan reflects the resources necessary to comply with all contract terms and conditions.

Appendix 1.

Annual Budget Summary for FY 2011 PSP/EPA Workplans **(Please round off costs to whole dollars)**

<u>Salaries</u>	_____
<u>Fringe Benefits</u>	_____
<u>Travel</u>	_____
<u>Supplies</u>	_____
<u>Communications/Utilities</u>	_____
<u>Equipment/Vehicle Rental</u>	_____
<u>Equipment/Vehicle O&M</u>	_____
<u>Sub-contracts</u>	_____
<u>Capitalized Equipment</u>	_____
<u>Professional Services</u>	_____
<u>Other</u>	_____
<u>Total Direct Costs</u>	_____
<u>Indirect Costs</u>	_____
<u>Grand Total</u>	_____

Appendix 2.

Task Delineated Budget for FY 2011 PSP/EPA Workplans (Please round off costs to whole dollars)

	<u>Task 1</u>	<u>Task 2</u>	<u>Task 3</u>	<u>Total</u>
<u>Salaries</u>				
<u>Fringe Benefits</u>				
<u>Travel</u>				
<u>Supplies</u>				
<u>Communications/</u> <u>Utilities</u>				
<u>Equipment/</u> <u>Vehicle Rental</u>				
<u>Equipment/</u> <u>Vehicle O&M</u>				
<u>Sub-contracts</u>				
<u>Capitalized</u> <u>Equipment</u>				
<u>Professional</u> <u>Services</u>				
<u>Other</u>				
<u>Total Direct</u> <u>Costs</u>				
<u>Indirect Costs</u>				
<u>Total</u>				

Appendix 3.

Budget Narrative

Please provide the information requested under each cost category to support the budget summary above. If your workplan involves disparate efforts (i.e. distinct projects or tasks), a separate narrative should be provided for each effort to permit tracking at this level.

Salaries: List the specific personnel that will be engaged in each distinct project or task and the level of cost as expressed by a percentage of annual salary (provide); or by hourly wage and number of hours expected.

Fringe Benefits: Provide established fringe rate used to determine fringe amount.

Travel: Provide a description of the types/purposes of travel, locations and estimated number of trips, including, if applicable, the estimated mileage per trip, the mileage reimbursement rate, and the per diem rate per day to be used. Note that international travel does require pre-authorization from EPA Region 10.

Supplies: Provide a brief description of the project specific supplies required to perform the work. Larger costs need to be estimated by item, including where the cost was derived (ex. catalog, store, previous purchase, etc.). The smaller costs should either be estimated by category (ex. office supplies, computer supplies, monitoring supplies) or with justifying language that describes how the amount represents a pro rata (considering the amount of FTEs) share of expenses based on past experiences with similar projects.

Communications/Utilities: Provide the project specific charges to this cost category that are not covered within your organization's indirect budget (e.g. cell phone charges).

Equipment/Vehicle Rental: Describe the equipment/rental and its contribution to project objectives. Include hourly rate for each type of equipment to be rented and anticipated number of hours used per piece of equipment.

Equipment/Vehicle O&M: Describe the equipment/vehicle anticipated to be operated or maintained and the costs associated with operation and maintenance.

Sub-contracts: Describe the task specific role of the subcontract including bid process, who will be doing the work, where, and how it will occur. Please explain how the costs provided were estimated (e.g. preliminary quote from potential consultant, including hourly rate and estimated hours, plus expenses).

Capitalized Equipment: Generally defined as tangible, non-expendable property having a useful life of more than one year and an acquisition cost of \$5,000 or more per unit. Please describe the equipment purchase and its contribution to the project. Justification should include that rental of equipment was pursued and that evaluation of this option indicated

that purchasing made more fiscal sense, based on specific circumstances (e.g. cost of rental was a similar to purchase).

Professional Services: Describe the task specific role of the subcontract including bid process, who will be doing the work, where, and how it will occur. Please explain how the costs provided were estimated (e.g. a preliminary quote from potential consultant, including hourly rate and estimated hours plus expenses).

Other: This category should include only those types of direct costs that do not fit in any of the other budget categories (e.g. insurance).

Indirect Costs: Provide the organization's most current negotiated indirect cost rate.